



Governor Terry E. Branstad
Lt. Governor Kim Reynolds
San Wong, Director

PARLIAMENTARY PROCEDURE

Parliamentary procedure is a list of rules and customs applied during a meeting that govern how group members speak and vote. There are six basic principles of parliamentary procedures which members follow:

- Courtesy to all.
- Justice for all.
- Rule of the majority.
- Rights of the minority.
- Favoritism to none.
- One thing at a time.

The purpose of parliamentary procedures is to speed up business, to keep order, to ensure justice and equality for all, and to accomplish the purpose of the group. Encompassing these procedures are the Four Democratic Principles:

- Recognize majority rule.
- Protect the rights of the minority.
- Protect the rights and privileges of the individual.
- Protect the rights of the absentees.

Order of Business

It is customary for every group to adopt a standard order of business for meetings. When no rule has been adopted, then the following order of business is used:

1. Call to order:
The Chairperson starts the meeting by calling to order.
2. Reading and approval of minutes:
The Secretary presents the minutes from the last meeting. If members are aware of any corrections, the minutes are revised. Then the minutes are approved.



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3. Reports of officers and standing committees:
Officers, boards, and/or standing committees are called upon to report in the order in which they are mentioned in the constitution or by-laws of the organization.
4. Reports of special committees:
Reports are given by committees appointed to study a particular subject.
5. Unfinished business:
Postponed motions and incomplete items from the last meeting are brought before the members for deliberation.
6. New business:
7. Announcement:
8. Adjournment:
Proceedings are suspended until another time.

Types of Motions

A motion is a proposal. The group can take certain actions regarding these proposals. Motions are classified as:

Main motions: Motions that raise questions or propositions for the assembly's consideration.

Subsidiary motions: Modifications of the main motion.

Privileged motions: Motions that have no connection whatsoever with the main motion, but are important enough to necessitate immediate consideration.

Incidental motions: Motions that arise incidentally during the course of the meeting.

Proposing a Motion

In proposing a motion, a member raises his or her hand and waits for confirmation from the Chairperson. Once the Chairperson recognizes the member, the member begins proposing a motion. Another member seconds the motion. The Chairperson states the motion for deliberation. After deliberation, the Chairperson takes a vote on the motion and announces the results to the assembly.



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Amendments

A motion can be amended by the following:

1. Addition or insertion: An addition to the original motion.
2. Elimination or striking out: Subtracting or eliminating something from the original motion.
3. Substitution: This method is a combination of the first two methods. A word, phrase or an entirely new motion may be added to or deleted from the original motion.

Some amendments oppose the intent of the original motion and/or nullify that intent. Other amendments (considered “germane” amendments) directly relate to the content of the original motion.

There are two types of amendments: Amendments of the First Rank and Amendment of the Second Rank.

Amendment of the First Rank: An amendment to the motion.

Amendment of the Second Rank: An amendment to an amendment, which modifies and relates directly to the amendment, and NOT to the original motion.

Amendments are voted upon in inverse order of proposal.

1. Discussion is held and the vote is taken upon the amendment to the amendment.
2. Discussion is called for and the vote is taken upon the amendment to the motion.
3. When the vote on the amendment has been taken, discussion on the motion as amended is opened. When discussion has concluded, a vote is taken upon the motion as amended.

Nomination

A nomination is the procedure used to nominate and elect officers. A nomination doesn’t require a second. If there is more than one member nominated, then a majority vote is required for a member to be elected.

Point of Order

Points are used to get the Chairperson’s attention when a member thinks something is not right or needs more information. A member can interrupt the meeting by saying “point of order,” “point of inquiry,” or “point of information.”